

## **SOQ No. 13-CSC-04**

# **REQUEST FOR STATEMENTS OF QUALIFICATIONS for ARCHITECTURAL/ENGINEERING SERVICES on an INDEFINITE DELIVERY QUANTITY (IDQ) CONTRACT BASIS**

### **Summary**

#### **SCOPE OF SERVICES:**

The Frederick County Department of Procurement and Contracting on behalf of the Division of Public Works (DPW) is soliciting statements of qualifications (SOQ) and letters of interest from consulting firms to provide Architectural/Engineering services on an indefinite delivery quantity (IDQ) contract basis. The work performed under this contract will involve Architectural/Engineering services associated with Capital Improvement Projects (CIP) for both new and renovation projects as needed on a task order basis.

The scope of work may include but may not be limited to the types of projects listed below:

#### **1. Design and Engineering of Smaller Building Projects:**

The IDQ contract may be used to obtain full architectural, structural, mechanical, electrical and plumbing engineering design services and fire protection systems for smaller building construction projects where the design fee is less than \$250,000. The scope of work would include complete design and construction administration services, along with bid phase services. The contract allows for the IDQ Consultant to contract with outside consultants as necessary to provide the full range of design services such as:

- MEP design and consultation (HVAC replacements, etc.),
- hazardous materials (Hazmat) studies,
- parking plans and
- site analysis.

#### **2. Design and Engineering of Miscellaneous Improvement and Renovation Projects:**

The IDQ contract may be utilized to provide design and engineering services of smaller improvement and renovation projects under \$250,000 in design value which are typically administered by the County's Maintenance Department. Such projects may include reorganization and remodeling of County office spaces, repair and remediation work, roof replacements and retrofitting of County facilities to comply with the Americans with Disabilities Act (ADA).

3. Space Planning and Programming Studies:

On some building projects, the County may choose to hire a design consultant to perform a space planning and programming study before proceeding with the actual design phase to analyze and identify the needs of the using agency involved with the project and formulate these needs into a final comprehensive report. A preliminary cost estimate for the project is prepared based on the scope of the space and program requirements, which is included in the final comprehensive report, and is then used to establish a meaningful budget for the project. In addition to providing valuable cost information, this report also serves as the basis for defining the scope of services for hiring an architect to design the project. If this project then goes to full RFP, the IDQ Consultant may not be eligible for consideration.

4. Cost Estimating Services:

Cost estimating services may be part of the scope of services on projects where full design and engineering are required or they may be requested independently as a means of validating costs prepared by other consultants and contractors under contract with the County. Certain task orders may require that an independent professional cost estimator prepare cost estimates, depending on the need.

5. Surveying Services:

If required, the consultant shall provide survey services for the preparation of design drawings, site improvement plans and soil boring stakeout.

6. Geotechnical Services:

Geotechnical services shall include all services deemed necessary and appropriate to produce a complete and comprehensive geotechnical report representative of the site, including:

- determination of boring locations, stakeout, field sampling, laboratory testing and analysis, and
- preparation of a soils report, complete with design recommendations for foundations, pavement sections, soil amendments, etc.

7. Constructability Review of Construction Documents:

The IDQ contract may also be used as a means of contracting with design professionals to assist County staff in performing reviews of construction documents prepared by other design consultants under contract with the County.

8. Project Management:

On some building projects, the County may choose to hire a Project Manager to perform and assist with scheduling meetings/coordination of A/E's as may be needed to assist County staff with project workload.

9. Emergency Work:

Occasions may occur when the County will need to issue a task order on an emergency basis and if so, the IDQ Consultant may be required to respond and go to work on a task order within 24 hours notice. If applicable, compensation for emergency work requiring higher than normal hourly rates will be paid in accordance with a multiplier.

10. MEP Consulting and Design:

These services shall be obtained and maintained by the A/E for All services deemed necessary and appropriate to produce a complete and comprehensive MEP package using ASHRE guidelines 90.1, 62.1, 55, SMACNA IAQ guidelines for occupied buildings under construction, 2nd edition ANSI/SMACNA 008–2008, County OPRs, and Maintenance standards checklist items. The A/E shall obtain a minimum of two proposals for MEP Services, which shall be submitted, along with a recommendation of selection, to the Project Manager for review and concurrence as part of the task order fee proposal.